

January 17, 2012

MEMORANDUM

TO: Department Directors and Elected Officials

FR: Mike Carroll, Director

RE: Mileage Reimbursement Policy

In light of the new staff in many departments I wanted to provide an update regarding the current Mileage Reimbursement Policy. The authority delegated to officials and department heads by the DAS-GSE Fleet Services for the use of private vehicles will remain at 14,000 miles on a fiscal year basis. Please see the current DAS Accounting Policy and Procedure 210.130 for the full policy.

http://das.sae.iowa.gov/internal_services/manual_docs/210-130.pdf

DAS regularly conducts a cost benefit analysis to determine the most efficient use of taxpayer funds for state employee travel. As a result of that evaluation DAS has determined that employees may drive their personal vehicle for state business and expense mileage up to 14,000 miles per year. This limit remains the same from previous fiscal years.

I have instructed the State Accounting Enterprise (SAE) to reject any mileage reimbursements over 14,000 miles during any fiscal year. Agencies who have employees who exceed this limit should contact the DAS/GSE-Fleet Services for information on the use of the state fleet to help offset agency travel budget increases. DAS/GSE-Fleet Services is available for the consultation on the costs of purchasing or renting vehicles from the motor pool and may be contacted at 515-281-7702.

This limit does not apply to exceptions granted for those employees who have waivers through DAS/GSE Fleet Services based on need for reasonable accommodations. The waiver process is outlined in the policy referenced above.

DAS is committed to help manage vehicle usage costs. Please contact me if you have any questions or need any additional information.